

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Fleet Service Writer

Revision Date: 02/07

EEO Code: Skilled Craft

Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Fleet Manager, receives and processes all requests for fleet repair and maintenance, coordinates repair requests with Senior Mechanic, generates and completes all fleet work orders, coordinates acquisition of repair parts, and maintains contact with user departments regarding repair and maintenance of fleet vehicles.

III. Essential Duties:

- Generates requests for maintenance and repair of Fleet vehicles.
- Initiates repair orders, ensures accurate reporting of repairs and parts, and closes repair orders.
- Coordinates with Senior Fleet Mechanic regarding prioritization and distribution of repair assignments.
- Verifies completed repairs with Senior Mechanic.
- Notifies user departments of completed repairs.
- Notifies user departments of upcoming preventive maintenance needs.
- Coordinates recovery of costs related to vehicle and equipment accident/damage. Oversees insurance recovery/subrogation process for all Fleet vehicles in coordination with Risk Management.
- Coordinates the flow of repairs contracted to outside vendors, including bids and contracts.
- In conjunction with Fleet Manager, coordinates the set up and delivery of new vehicles and equipment.
- Coordinates the repair and replacement of shop equipment.
- Interfaces with Fleet Inventory Specialist to insure timely parts availability.

IV. Marginal Duties:

- In the absence of the Fleet Inventory Specialist, orders, receives, verifies, and records parts and supplies.
- Coordinates building maintenance and repair as needed.
- Other Duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent.

**Experience:** Minimum three years of work experience providing the repair and maintenance of all types of vehicles and equipment. Formal education in the area of automotive repair may be substituted for experience. Must obtain CDL within 6 month of hire date.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Extensive knowledge of the methods and procedures used in the repair and maintenance of all types and sizes of vehicles and construction equipment, engines, and components. Specialized knowledge of hydraulics, electronic control systems, and automotive diagnostic equipment.

**Responsibility for:** Great responsibility for the accurate collection and input of data related to the care and maintenance of vehicles, equipment, tools, and shop equipment; great responsibility for making decisions which affect the Fleet operation. Coordinates closely with all Fleet personnel regarding day to day operations.

**Communication Skills:** Communicate effectively both orally and in writing; give written and verbal instructions. Contact with other departments and outside vendors furnishing and obtaining information; contacts requiring tact and judgement to avoid friction.

**Tool, Machine, Equipment Operation:** Regular use of a computer, telephone and fuel card.

**Analytical Ability:** Ability to diagnose complex vehicle and equipment problems and organize the work flow of a group of mechanics.

VI. Working Conditions:

Job entails exposure to cold, heat, dust fumes, and noise; occasional lifting of objects weighing up to 50 pounds; intermittent sitting and standing; constant exposure to deadlines; pressure and fatigue during an average workday.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.